

Division of Central Services Goes Green



In July 2005, Colorado's Governor Bill Owens signed Executive Order D005 05 calling for the *Greening of State Government*. This Order directs agencies to conserve resources and increase cost effectiveness while improving Colorado's environment for future generations.

Realizing that state government's purchasing power and potential use of resources can have a profound impact on the environment, the Greening Government Coordinating Council (GGCC) was formed. The Division of Central Services is leading the charge for the Department of Personnel & Administration's role in *Greening of State Government*.

Capitol Complex has embarked on an effort to gain accreditation for three state buildings through the U.S. Green Building Councils Leadership in Energy and Environmental Design-Existing Building (LEED-EB) program. The LEED-EB program is a set of standards that promotes best practices within buildings addressing such issues as energy efficiency, indoor air quality, water conservation, waste reduction and recycling.

IDS is responsible for the logo design that will be associated with all the state government's efforts

to go green.

IDS will also be phasing in a plan to purchase paper that contains 30% recycled content. The Council will be using the IDS expertise in formatting and printing the mid-year *Greening Government* report to the Governor.

State Fleet Management (SFM) has been involved with this program since its inception. SFM displayed its most recent purchases of hybrid and alternative fueled vehicles, along with a couple of those futuristic Segways, at the *Greening of State Government Conference* held on May 22nd and 23rd at the Colorado School of Mines.

The GGCC now has a web site up and running. All state employees and residents can see what agencies are doing in the *Greening of State Government* at www.colorado.gov/greeninggovernment.

As you can see, DCS is poised to play a very prominent role in the *Greening of State Government*. DCS is proud to step to the forefront to be part of this important initiative.



INSIDE this issue...

IDS—Denver & Pueblo Managers.....	2
Sonar in IDS Mail Vans.....	2
Fleet Commander	2
Capitol Complex Security Initiatives	4
Travel Management Q&A	5
Employees in the Community	7
2005 Employee Recognition Awards.....	8
Employee of the Month	8

Integrated Document Solutions



Integrated Document Solutions is continuing to grow and expand services to state agencies not only in the Denver metro area, but also in Pueblo. The Denver location has a new manager, **Mike Lincoln, IDS Northern Regional Manager**. Mike comes to us with 20-plus years experience in the print, design and customer service industries. He brings a great level of creativity that has already allowed us to better meet our customers' unique needs. **His counterpart in Pueblo is Cindy Nardini, IDS Southern Regional Manager**. Cindy is a veteran state employee who knows how to work within the system of state government to assist our customers. In addition, she is well-connected in the Pueblo community and is able to clearly identify partnerships for collaboration.



Current projects for IDS:

- Investigate new worksite and building in Pueblo for IDS Southern Region.
- Embark on a daily mail delivery run between Pueblo and Denver.



Sonar in Delivery Vans

Because State Fleet is always looking for ways to improve the safety of the state's fleet and those who use the vehicles, Fleet is installing sonar on the mail vans used by IDS and all new 15-passenger and similar-sized 2006 vans. This will allow the driver to be safer when backing up. The sonar notifies the driver of proximity to objects, and warns passersby that the van is moving backward.

Online Reservations for Motor Pool...

Fleet Commander

Fleet has purchased an online reservation system to allow state employees to make their own reservations for motor pool vehicles from any computer that has access to the web. The reservation system is available 24 hours a day. Motor Pool staff will confirm reservations as soon as possible, (or the next business day, if the reservation is made after normal hours).



*Come join
the Governor
at the dedication of
The James Merrick
State Parking Facility*



*Tuesday, July 11, 2006
at 1:00 PM
on Lincoln Street between
13th and 14th Avenues*

Refreshments will be served

Capitol Complex—1917-1959

James Merrick ◀ ◀ ◀ ◀ ◀

Many of you may have noticed the name on the new state parking facility at 14th Avenue and Lincoln Street, and wondered, “who is James Merrick?” The short answer is that he was Superintendent of Public Buildings (now Capitol Complex) from 1917 to 1959.

In July 1918, Merrick purchased four lots on the northwest corner of Colfax Avenue and Sherman Street for \$38,500, because he thought at some point the State might want them. The next year, the General Assembly authorized the acquisition of property for a new State Office Building on the northeast corner of Colfax and Sherman.

One of the challenges was to connect the new building to the furnace, boiler, and generator in the State Museum Building a quarter of a mile away. The original plan called for routing everything through a twisting passage under the Capitol. However, Merrick argued for an 800-foot tunnel passing directly under the Capitol's east steps, and managed to prevail despite some legislative opposition.

It was at Merrick's urging that the General Assembly authorized the construction of the “State Capitol Annex” on the southwest corner of 14th Avenue and Sherman Street, and a “shop and power plant building” which were completed in September 1939.

In July 1945, Merrick bought five more lots on the northwest corner of Colfax Avenue and Sherman Street, adjacent to the four he had previously bought in 1918. Merrick then advocated building a new state building be erected on the controversial Sherman Street property. After several years of delays, construction began in 1958. The contractors went into the basement of the State Office Building across the street looking for an appropriate place to put in a connecting tunnel. To their amazement, they found that Merrick had had a space cut in the foundation and bricked back up 40 years earlier, in anticipation of the construction someday of a new state building across the street.

Back problems led Merrick to retire after 42 years of service at the age of 77. Unfortunately, he did not enjoy a lengthy retirement, and died on May 12, 1963. James Merrick oversaw the planning and construction of every building in the Capitol Complex other than the Centennial Building and the Capitol itself, and it is fitting that he be honored in the naming of the new parking structure.

► ► ► Security Initiatives with Capitol Complex

Capitol Complex is working with State Patrol to develop an on-line automated request process for employees and contractors to obtain security codes for the Hersh system. This system eliminates the requirement of multiple copies of approval forms and enhances the layer of security as it automatically moves the request to those needing to make the approvals. The system is currently under final development and is expected to go live this summer. For more information visit our website at www.colorado.gov/dpa/dcs/capcom/index.htm

Capitol Complex is also working with the Executive Security Unit of the State Patrol on a automated batch calling system that will provide the ability for security to notify the complex, a building or individual floors about emergencies. This project will be expanded so that each agency will be able to utilize the system. Your agencies' Safety Coordinators have been established as points of contacts for this project.



New FY07 DCS Rates
now posted at
colorado.gov/dpa

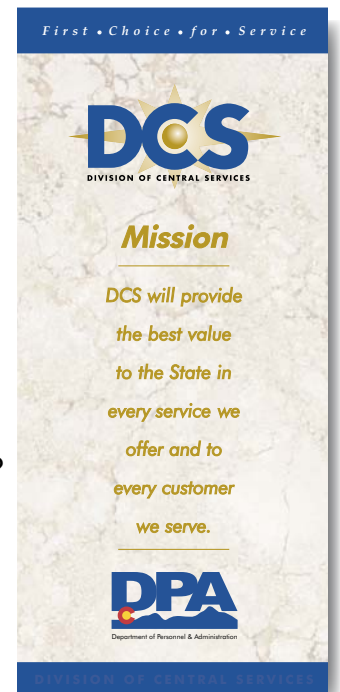
Happy Retirement

Ric Conard retired from the state on March 30, 2006. Ric worked for Capitol Complex and State Buildings as an architect since April of 1989. During Ric's career with the state he was instrumental in the managing of large construction projects such as the renovation of State Services Building, life safety projects in the State Capitol and the Capitol Annex Building and the development of the back terrace at the Centennial Building. Ric is looking forward to moving to Minnesota and catching up on his fishing, spending more time with his love of photography and collecting art. He also hopes to spend more time with his daughter, Chelsea. Central Services wishes Ric the best of luck with the next phase of his life.



The New DCS Marketing Packet is Now Available

Would you like to inquire more about our services? Contact the Division at 303-866-3970 to have the new DCS Marketing Packet delivered to you. It contains information on State Fleet Management, Capitol Complex, State Travel Management, and Integrated Document Solutions, both Denver and Pueblo.



Travel Management

To provide our customers with more information about the roles and responsibilities of the Travel Management Program we are providing responses to the most frequently asked questions.

Question: Does the State Travel Management Program book travel arrangements?

Answer: No. The **State Travel Management Program** oversees and monitors all State employee travel. This oversight extends to contracts with travel suppliers—travel card systems, airlines, rental car agencies, lodging providers, travel agencies, and various incidental suppliers. The program also has an advisory body, the STMP Vendor Roundtable. Additionally, the program provides training, guidance, and administrative support for all State Agencies, Higher Educational Institutions, and participating Political Subdivisions.

Question: Is it mandatory that I use a State Travel Card while traveling on official business for my agency?

Answer: Yes. The **Governor's Executive Order D 005 03** requires: "...that this state travel card be used for both in-state and out-of-state travel purposes. It is my intent through this directive to enable employees to use their individual state travel card or the applicable department, agency or institution state travel card (e.g. Central Travel Card) for official business travel purposes."

Question: How do I obtain a State Travel Card?

Answer: The State Travel Management Program is available to assist you in connecting you with your agency's **Travel Compliance Designee (TCD)**. One of the responsibilities of the TCD is to determine which type of U.S. Bank VISA travel card best suits your travel needs.

Question: If I obtain a State Travel Card will it reflect on my personal credit report?

Answer: No. The State contract with U.S. Bank includes the following language: "Contractor will not conduct an initial credit check on prospective Employee Cardholders upon request for Card issuance. However, Contract reserves the right to conduct credit checks of any Employee Cardholders in the event the Employee Cardholder is delinquent and the State has already reimbursed the Employee Cardholder. No report to any credit bureau shall be made until the delinquent debt is 150 days past due."

Q&A continued on next page ► ► ►

Question: What are my payment options for the individual liability State Travel Card?

Answer: In addition to the traditional “snail” mail, **TelePay** is a convenient **FREE** service that allows account holders to pay U.S. Bank statement from any touch-tone phone. Cardholders can decide the amount, time and day they want to pay. Once the cardholder has implemented TelePay, making payments is easy. Simply call 800.344.5696, specify the payment amount and it will be applied. The next day the funds will be transferred from a designated checking or savings account. If the call is received before 6:00 pm CST, the payment will be posted that same day.

Question: What types of travel accounts are available?

Answer: There are three types of U.S. Bank VISA travel accounts as follows:

- **Individual Card**—Individually Billed, Individual Contingent Liability
- **Central Travel Card** (a.k.a. **Event Card**)—Centrally Billed, Corporate Liability
- **CTS Central Travel System** (aka **ghost card**)—Centrally Billed, Corporate Liability (Airfare Only)

Question: What type of insurance is provided with the use of the State Travel Card?

Answer: The U.S. Bank **VISA Benefits** includes the following insurance:

- Provides primary collision damage waiver (CDW) coverage on auto rentals up to the FULL value of the vehicle. (**NOTE:** Insurance claims MUST be reported within 20 days of incident.)
- Provides up to \$500,000 in accidental death and dismemberment insurance on common carriers-airlines, trains, limousines, and shuttles.
- Provides lost baggage coverage up to \$1250 for items lost by common carriers.

Question: Is my State Travel Card tax exempt?

Answer: The individual **State Travel Card** is **NOT** tax exempt because it carries individual liability. However, the **Central Travel Card** is **TAX EXEMPT** because it carries corporate liability. Further explanation and details are provided by the Department of Revenue publication:

FYI—Government Purchases Exemptions—Sales 63

Question: Are there any travel discounts available to me for my leisure/personal use?

Answer: Yes. The State Travel Management Program has negotiated discounted leisure rates with all of the awarded Automobile Rental Agencies currently servicing program participants. This information is available online through the **DPA Work-life Program** where you will find other travel benefits available (e.g. LaQuinta) to employees for their leisure use.

NOTE: Use of the **State Travel Card** is prohibited for leisure/personal use.

DCS Employees in the Community...

DCS would like you to have an opportunity to get to know our employees and learn about their involvement in the community outside of work. This month we are highlighting two great employees who have used their skills in the community.

Don Thordsen volunteers with the “Race to Read” program. This year Don has visited students at Belmar Elementary and Waco Elementary.



Race to Read is a program to reward children who read at home. Kindergarteners through second graders have to read or be read to at home in 15-minute intervals; third through sixth graders have to have 30 minutes of reading time. There is a Take Home Reading Sheet that allows K-2 students four hours of additional reading and 3-6 grade students eight hours. In order to complete the program's requirements, primary students complete an additional 16 hours of reading and intermediate students complete an additional 32 hours of reading during the six week program. For each sheet that is turned in students are presented with a prize incentive. The program provides these incentives through their fourth Take Home Reading Sheet, with free tickets to the annual “Night of Fire & Thunder” racing event being the prize for turning in the fourth sheet. Schools are encouraged to solicit their own additional prizes for the students who turn in five or more sheets. The two top readers in each school—one from K-2 and one from grades 3–6 are publicly recognized during the Checker Auto Parts “Night of Fire & Thunder” drag race and receive additional fun prizes.

When Don goes to the schools, he takes his racecar, which is a 1970 Dodge Dart Swinger, pictures, his trophies, and Hero cards. So far he has given out over 100 Hero cards. The kids ask him questions. Some ask what the gas cap is! Don once asked the K-2 group what color his car was; they didn't know. He told them that it was green and they didn't believe him. They'd never seen that color of green before; he had to tell them that the paint was 36 years old. The children just couldn't believe that the car would still be running if it was THAT OLD. One child even took notes. They asked him to sign their legs, arms, and even their foreheads.

The program started in the 1995/1996 school year, with only one school participating. When the 1997/1998 year began eight schools were active in the program. This year, about 57 schools are involved in the program!

For more information and how your child's school can become involved visit the web site @ www.bandimere.com. The Race to Read logo is on the left side at the bottom.



Robert Abeyta has offered his time and talent to go to St. James School and troubleshoot some plumbing problems that the school has been fighting for years. St. James School is a small private Catholic school that doesn't always have the money to make these kinds of adjustments to the building. Robert took time out of his personal life to meet with the custodian to truly understand the situation. Robert then created a list of supplies that would be needed to permanently repair the problems and has offered his time to make the repairs once the supplies have been purchased.

DCS Employee Recognition

In November DCS held their Division Employee Recognition Event. The event was a great success, and provided time for the entire Division to come together and share the stories of success for the year and recognize outstanding employees. The following is a list of the **DCS 2005 award winners**:

Customer Service Award—Paul Sandoval

Manager's Award—Cynthia Nardini

Merit Award—Chris Wood

New Employee Award—Alisia Ayala

Production Award—Theresa Griego

Quality of Work Award—Kay Jenkins

Special Achievement Award—Cindy Goure

Supervisor/Team Lead Award—Mike Lincoln

Team Award—IDS Customer Service Team—Joe Aguilar, Melissa Wilkerson

Thank You For Another Successful Year!

Hope to see you all in the Fall for the 2006 Awards!

DCS Employee of the Month

October: Ron Clatterbuck—Fleet

**November: Lucy Trujillo, Delaine Piotkowski,
Vickie Thordsen—Capitol Complex**

March: Melissa Wilkerson—IDS

**April: David Anthony, Rae Wiant,
Chris Wood—IDS**

**May: Mike Maestas, Terry Sisneros, Renee
Covard, David Russell, Ron Clatterbuck,
Sean Murphy, Elie Mardiros—Fleet**

Email nominations to Maria Sandoval at
maria.sandoval@state.co.us or
interoffice mail to: DCS Administration
1001 E. 62nd Ave., A-31, Denver, CO 80216



Selection Committee



Pictionary Winners



Jlm—Door Prize



Chris—Merit Award



Tamra, Sandy, Perci—10 Years



Pete—15 Years



Steve, Lynn—20 Years



Delaine—25 Years

Award photos by Darren Eurich—IDS

CONTACTS

Integrated Document Solutions (IDS)

Denver

Main Number: 303.866.4100
Fax: 303.866.4024

Pueblo

Main Number: 719.545.5294
Toll Free: 1.866.436.2765
Fax: 719.543.6717

ids.customerservice@state.co.us

State Travel Management Program (STMP)

Program Manager
303.866.3986

State Fleet Management (SFM)

Main Number: 303.866.5222
Toll Free: 1.800.723.8023

Capitol Complex

Main Number: 303.866.4357